

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-116

DATE: October 9, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-45

OPEN TO: All Interested Candidates

POSITION: Facility Management Administrative Assistant
FSN-7, FP-7

OPENING DATE: October 9, 2015

CLOSING DATE: October 23, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): 6,254,850 FCFA per year
(Starting salary before benefits and allowances)
Position grade: FSN-7

*Not-Ordinarily Resident (NOR): US\$ 40,665 per year
(starting salary)
Position grade: FP-7 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Facility Management Administrative Assistant in the Embassy's FM section.

BASIC FUNCTION OF POSITION

Principal Administrative Assistant to the Facility Management Section (FMS). Incumbent acts as office manager, assuring the correct and timely distribution of all incoming and outgoing communications and ensures documentation/correspondence reaches the correct destinations throughout the FM organization. Manages internal office operations and acts as receptionist for

the Facility Manager. Manages all maintenance staff time and attendance and is principle advisor to FM on personnel issues. Acts as intermediary for FM communications with staff and serves as Embassy Bamako CMI coordinator.

A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the Human Resources Office.

QUALIFICATIONS REQUIRED

- University studies in liberal arts or technical studies.
- Three years of experience in administrative work is required.
- English, French and Bambara Level IV (Fluent). English language proficiency will be tested.
- Knowledge and ability to maintain an orderly office and office records.
- Proficiency in Microsoft Applications (Microsoft Word, Excel, PowerPoint and Outlook).
- Excellent customer service skills.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS ET ATTESTATIONS):

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2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
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SUBMIT APPLICATION TO

HROBamako@state.gov

Subject: [FM Administrative Assistant](#)

POINT OF CONTACT

HRO: 2070- 2314/2316 FAX: (223) 2070-2479

CLOSING DATE FOR THIS POSITION: OCTOBER 23, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.